

YADKIN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION MINUTES
Monday, April 4, 2011

The Yadkin County Board of Commissioners met in Regular Session on Monday, April 4, 2011, in the Yadkin County Human Services Building (Commissioners' Meeting Room), 217 East Willow Street, Yadkinville, NC.

Present were:

Chairman Kevin Austin
Vice Chairman Frank Zachary
Commissioner Gilbert Hemric
Commissioner David Moxley
Commissioner Marion Welborn

Staff present: Interim County Attorney, Bobby Sullivan; County Manager, Aaron Church; Assistant County Manager/Finance Officer, Lisa Hughes; and Deputy Clerk to the Board, Tanya Gentry.

INVOCATION led by County Manager Aaron Church.

CALL TO ORDER by Chairman Austin at 9:00am.

PLEDGE OF ALLEGIANCE led by Chairman Austin.

ADJUSTMENTS TO/ADOPTION OF THE AGENDA

County Manager Church requested that Jail Work Session be added as Item #5 under Manager's Reports/Board Action. Chairman Austin announced there would not be a Closed Session today.

Commissioner Moxley made a motion to accept the agenda with the noted adjustments.

Commissioner Welborn second.

Vote: 5/0

PUBLIC COMMENTS

- 1) None.

Chairman Austin closed the Public Comments portion at 9:05am.

APPROVAL OF MINUTES

Commissioner Moxley made a motion to approve all sets of minutes on pages 1 through 25 of the Agenda packet. Commissioner Hemric second.

Vote: 5/0

REPORTS/REQUESTS OF THE BOARD

- 1) Review Health Departments Response to Evergreen Consulting, LLC's Performance Audit. Monecia Thomas appeared before the Board to share the Health Department's response to the Evergreen Consulting, LLC's Performance Audit. She stated the Health Department is pleased that the County decided to have an audit done on the Health Department. The Evergreen report has been accepted by the Health Department as an opportunity to improve. The Yadkin County Health Department received several commendations in the report. An important part of the audit report is the findings and recommendations section. The Health Department and Board of Health

will investigate and discuss the findings once all of the parties have had a chance to review the full report.

North Carolina has a legislatively mandated accreditation process that all Health Departments have to undergo. The Yadkin County Health Department is scheduled to go through the accreditation process in fiscal year 2013. The accreditation document has approximately 148 activities and a majority of them must be met in order to be accredited. There is a lot of information in the performance audit that relates to accreditation. There is a section that focuses on the Board of Health, as the governing body of the Health Department. Board of Health training has been conducted and the management staff of the Health Department attended that training so they would better understand the role and responsibilities of the Board of Health members and be able to better meet the needs of the Board of Health. The bylaws for the Board of Health have been restructured to allow them more flexibility with the agenda. The way the Health Department provides information to the Board of Health has been restructured so that it is in a consistent format. They are considering creating some Board of Health committees so that issues can be addressed quicker. Operating procedures and policies are being developed for the Board of Health. Monecia Thomas, Yadkin County Health Director, was once the Senior State Accreditation Coordinator so she will be able to guide Yadkin County through the accreditation process.

- 2) Jonesville Library Report. Cynthia Allred appeared before the Board to give a report on the Jonesville Library. The library has been in its present location since 1983 and is open 53 hours a week, including some nights and weekends. It is important to have night and weekend hours to allow for people who cannot come during regular 8am to 5pm hours. Last year approximately 50,000 people visited the library and there was 54,422 items circulated. The library is a place in Jonesville where citizens can come and use the internet for free; there were 12,969 sessions logged on the computers last year. The library has outgrown the building it is currently in. The Town of Jonesville bought a building for the library to use but the money to renovate it has to be raised through grants, donations, and fundraisers. The cost of the renovation will be approximately \$300,000.00. They hope to have the renovations completed and be in the new building in 2 years.
- 3) Energy Planning/Assessments. Christopher Ong stated in 2010 Yadkin County received assistance from a local engineer who helped Yadkin County study the energy usage of 4 County buildings and determine where energy savings could be found. Now, Anna Leonard, Energy Fellow with NWPCOG, has agreed to assist Yadkin County with energy assessments for three (3) additional County buildings. Anna Leonard assists local government entities with energy audits and plans. She stated an energy assessment study will be done to determine where Yadkin County can save on energy. This will put the County in a better position for future energy grant funding and it will identify cost saving opportunities. The utility bills will be collected and reviewed. The square footage of each building will be looked at. After the bills are reviewed, a walk through assessment will be done with Waste Reduction Partners assistance. Once the assessment is complete, an energy plan is done to guide the County through the steps needed to save energy. An important step is communicating the plan to the staff and training them to follow it. All of the energy and cost saving potential cannot be reached if the staff does not follow the plan.
- 4) Yadkin Farmers Market Season and RAFI Funding Status. Christopher Ong and Nancy Keith appeared before the Board to discuss the Yadkin Farmers Market and the RAFI Funding status. A Rural Advancement Foundation International (RAFI) Community Grant was applied for and awarded to Yadkin County to fund the Yadkin Farmers Market improvement project. The Farmers Market offers local farmers a way to make money, offers people a way to get fresh produce, and attracts tourists to the area. The Farmers Market began in 2008 and is being held in the parking lot of the Masonic Lodge. It is an area of high visibility and traffic. There is a safety

issue with the current location; there are no buffers or areas of separation from the market, the town street, and the cars parking and there is little separation from the market and HWY 601. There are no restroom facilities available on site. Vendor and customer space is limited to a maximum of approximately 26 vendors with parking for 25 vehicles. There is no shelter. The goal of the Yadkin Farmers Market improvement project is to move the market to a larger, safer site that has a shelter and public restrooms. The Town of Yadkinville has offered the Farmers Market the use of a site on Tennessee Street next to the town park where the old town garage was. The Yadkin Farmers Market Board will lease the site at a cost of \$1.00 a year. The new site is approximately 9 acres. It has parking spaces already striped by the Town. There is an existing structure that will be renovated. The renovation will include constructing restroom facilities and office space. The new market will have a covered 40' x 60' vendor structure, a 50' x 100' outdoor vendor area with a gravel rock base, and an area for tent sales. There will be approximately 65 parking spaces. The safety issues will be resolved because there will be separation between pedestrian sale areas and traffic at this location. Its location next to the park may increase foot traffic through the market. If needed, there is room for further expansion. The grand opening will be Tuesday, May 3, 2011 at 4:00pm. The RAFI check will be presented and pictures taken. Everyone is invited to attend.

CONSENT AGENDA

Interim County Attorney Bobby Sullivan stated he has some suggested changes to Item #7, the East Carolina University contract. He stated the changes were minor and requested that the County Manager be authorized to include those changes in the contract. If East Carolina University does not agree with the suggested changes, the item will need to be placed on a later Agenda for Board review.

Commissioner Welborn made a motion to approve the consent agenda with the requested changes to Item #7. Vice Chairman Zachary second.

Vote: 5.0

- 1) Approve Membership of Yadkin County Aging Planning Committee.
- 2) Approve Payment of Invoices for Cleaning of 205 E. Main Street.
- 3) Budget Amendment to Transfer Funds to Breastfeeding Supplies.
- 4) Amend Vacation and Sick Leave Accruals from Monthly to Bi-Weekly.
- 5) Transfer of Employee.
- 6) Authorize County Manager to Sign Contract with Atlas Engineering.
- 7) Renew Contract With East Carolina University.

PUBLIC HEARING/ACTION TO SET PUBLIC HEARING

- 1) Public Hearing on Refinancing of the Flood and Erosion Control Project. A public hearing is required for this refinancing in order to give the public a chance to give their input. The Public Hearing was advertised as required. Chairman Austin opened the Public Hearing at 10:15am. No one came forward to speak at the hearing. Chairman Austin closed the Public Hearing at 10:16am.
- 2) Set a Public Hearing on April 18, 2011 at 7:00pm for a Zoning Map Amendment Request. Christopher Ong requested a Public Hearing to be scheduled to hear a zoning map amendment request for Parcel Identification Number 4847-04-82-9900 from the Rural Agriculture District to the Highway Business District. The property is located off of Yadkin-Wilkes Highway. **Vice Chairman Zachary made a motion to schedule a Public Hearing for the Monday, April 18, 2011 meeting to hear a zoning map amendment request for Parcel Identification Number 4847-04-82-9900 from the Rural Agriculture District to the Highway Business District. Commissioner Hemric second.**

Vote: 5/0

BOARD ACTION

- 1) Award Bid for the Courtney-Huntsville CDBG Water Infrastructure. In 2008, Yadkin County was awarded approximately \$600,000.00 to provide water services to the Courtney-Huntsville area citizens. The design phase is complete and the easement process underway. Bids for the construction of the Courtney-Huntsville Water Infrastructure Improvements Project were due on February 23, 2011. The 12 bids were publicly opened and have been reviewed by the project engineer, Matthew Shoesmith. Mr. Shoesmith recommends that Yadkin County award the contract to the lowest bidder, Advanced Development Concepts, LLC of Matthews, NC. The project Grant Administrator, Michael Walser, has confirmed that the recommendation is compliant, meets all federal and State guidelines, and fits into the adopted project Budget Ordinance. **Vice Chairman Zachary made a motion to award the bid to Advanced Development Concepts, LLC as submitted in the amount of \$260,851.39 for construction of the Courtney-Huntsville CDBG Water Infrastructure Improvements Project. Commissioner Welborn second.**
Vote: 5/0
- 2) Courtney Baptist Church Request. Jim Haynes appeared before the Board to make a request on behalf of Courtney Baptist Church. The Church operates a large daycare and has requested that a water line be run to the church building. The Church is approximately 700 to 900 feet from the existing Courtney-Huntsville water line. Jim Haynes visited the Church and did not see anything that he thought would cause the cost of running a water line to them to be high. He estimated the cost would be less than \$25,000.00. The grant money used to fund the Courtney-Huntsville Water Infrastructure Improvements Project cannot be used for this project. If the Board is interested, an engineering firm would need to be contracted to design the project and estimate the cost of construction. It is possible that the cost of constructing the line to Courtney Baptist Church could be lessened by doing the work at the same time as the construction for the Courtney-Huntsville Water Infrastructure Improvements. The consensus of the Board was to have County Manager Aaron Church bring back a formal item for consideration by the Board.
- 3) Proclamation for Children's Mental Health Awareness Week 2011. Vice Chairman Frank Zachary sponsored the proclamation sent by David Swann to designate May 1-7, 2011 as Children's Mental Health Awareness Week. The Proclamation reads as follows:

Children's Mental Health Awareness Week 2011

A Proclamation

WHEREAS, all our children, without regard to challenges they face, are valuable and a significant part of the rich and diverse resources of our present and our future; and

WHEREAS, support for our youth as they grow and develop from cradle to career is essential to the success of children, families, and the community; and

WHEREAS, mental health is essential to overall health and well being; and

WHEREAS, according to the United States Department of Health and Human Services, one in five children has a mental health disorder, and one in ten adolescents aged 9-17 have a serious mental illness; and

WHEREAS, with proper treatment and support children with mental health disorders can succeed in all life domains and reach their full potential, moving from cradle to career; and

WHEREAS, as parents, doctors and nurses, teachers, guidance counselors, neighbors, friends, concerned citizens and faith based communities are among the many who can reach out to children, youth and their families in our community who are in need of support, education, information, encouragement and mental health resources; and

WHEREAS, community members can help establish safe and supportive communities that encourage and engage all young people, regardless of their challenges, to reach their full potential; and

WHEREAS, strong youth and young adults will strive to positively change the misconceptions about youth with mental illness diagnoses to a vision of strong and capable young people who can overcome challenges; and

WHEREAS, the Yadkin County Board of County Commissioners joins with our mental health and community organizations in recognizing the need to raise awareness about our children and mental health, commending those who work to support our youth, and celebrating those children with mental health disorders who reach for their full potential.

NOW, THEREFORE, the Yadkin County Board of County Commissioners hereby proclaims May 1-7, 2011, "CHILDREN'S MENTAL HEALTH AWARENESS WEEK" in Yadkin County, North Carolina and commends its observance to our citizens.

Vice Chairman Zachary made a motion to proclaim May 1 – 7, 2011 as Children's Mental Health Awareness Week. Commissioner Moxley second.

Vote: 5/0

- 4) Approve Standard Contract for Services. County Manager Church requested a Standard Contract for Services be drawn up by Bobby Sullivan, the Interim County Attorney. The use of a Standard Contract could save the County time and money. A draft of the Contract was included in the Agenda packet for the Board to consider. **Commissioner Welborn made a motion to approve the proposed Yadkin County Standard Contract for Services. Commissioner Moxley second.**

Vote: 5/0

- 5) Authorize RFP/RFQ for Comprehensive Master Parks and Recreation Plan and 5-D Site Specific Plan. County Manager Church requested authorization to send out RFP/RFQ's because Yadkin County does not have a Comprehensive Master Parks and Recreation Plan or a 5-D Site Specific Plan. Vonda Martin is aware of this request and is in agreement with it. Sample RFP/RFQ's were included in the Agenda packet for the Board to review. **Vice Chairman Zachary made a motion to authorize the County Manager to send out RFP/RFQ for Comprehensive Master Parks and Recreation Plan and 5-D Site Specific Plan. Commissioner Hemric second.**

Vote: 5/0

CALENDAR NOTES

- 1) The Board of Commissioners and the County Manager will attend the April 7, 2011, North Carolina Association of County Commissioners District Meeting being held at the Holiday Inn Express in Wilkesboro, NC beginning at 5:30pm. There will be no County business discussed there.

Commissioner Hemric made a motion to extend the meeting to 12:00pm. Vice Chairman Zachary second.

Vote: 5/0

RECESS

10:50am to 11:10am

MANAGER'S REPORTS/BOARD ACTION

- 1) Receive Report and Recommendations from Ron Lewis Regarding EMS. Ron Lewis, acting as the Interim Public Safety Director, evaluated the Fire Service, Communications, and EMS. Ron Lewis found that the Fire Service functions efficiently and he recommended allowing them to continue functioning as they are now. The contracts between the Fire Departments and Yadkin County are out of date and should be updated though.

Ron Lewis supports Communications being placed back under the Sheriff's supervision. He determined that Communications needs further review and that basic technology updates would be very beneficial. Their current system does not allow them to determine what calls were emergency calls vs. non-emergency calls and what the response times were.

Ron Lewis spent most of his time evaluating EMS. The EMS Management staff was very cooperative throughout the process. Ron Lewis is recommending that the billing rate remain at 110% to 115% of the approved Medicare Rate. He believes that Yadkin County has more stations than are needed but is not recommending eliminating any of them at this time. He is recommending eliminating some vacant positions, but is not recommending eliminating positions with workers in them. He is not recommending any furlough days. Brent Hawks now has EMS Personnel reporting to work at their station and remaining there as long as they are not called out; this will save the County fuel costs. To keep personnel costs down, EMS overtime has to be addressed. Ron Lewis will recommend going to a fluctuating work week, going to a 24 hour shift where sleep time and meal time is unpaid, or going to a hybrid of the two schedules. The use of part-time employees should be maximized to help reduce overtime. Vacation and Sick time accruals are not in compliance with County Policy and he recommended that be corrected as soon as possible. By putting EMS personnel accruals in compliance with County Policy, the County's liability will be reduced by approximately \$500,000.00. All Yadkin County Emergency Services should be supervised by one person instead of two; this will eliminate confusion over whose orders to follow in times of emergency. If Ron Lewis' recommendations are followed there will be a reduction in costs with no reduction in services. There should be approximately a \$500,000.00 cost savings in the next fiscal year.

Vice Chairman Zachary made a motion to accept the recommendations in concept from Ron Lewis to be implemented as soon as possible, pending legal review, and to extend his contract for three additional months at \$2,000.00 a month not to exceed \$7,000.00 beginning on April 4, 2011 and ending on July 4, 2011. Commissioner Welborn second.

Vote: 5/0

Commissioner Moxley made a motion to extend the meeting. Commissioner Welborn second.

Vote: 5/0

- 2) Check for the Town of Jonesville. The Town of Jonesville is ready to receive bids on the water plant project and has asked Yadkin County to release its share of the NC Rural Center Grant's local match in the amount of \$500,000.00. This is already included in the FY10-11 Budget.
- 3) Board Appointments. A sample Resolution for establishing policy and procedures for Board appointments was included in the Agenda packet for the Board to review to see if it was something Yadkin County could modify and use. Also, the application Yadkin County currently uses was included for the Board to review to see if they wanted any changes made to it. Jim Haynes stated, in his opinion, Board appointments should be looked at as carefully as an

employee. Ron Lewis agreed that choosing the right person to appoint is very important. It is the Board's right and responsibility to appoint members that will work hard to benefit Yadkin County. A policy on Board appointments should be considered.

- 4) Authorize County Manager and Finance Officer to Pay IT Overtime until July 1, 2011. The IT department is short a staff member and has a lot of work to do. They cannot afford to use their comp time right now. Overtime cannot be paid without the Board's approval. **Commissioner Moxley made a motion to allow the County Manager and Finance Officer to pay IT Employees Overtime at time and a half until July 1, 2011 not to exceed \$5,000.00. Commissioner Hemric second.**

Vote: 5/0

- 5) Jail Work Session. A Jail Work Session was scheduled for April 18, 2011 at 12:00pm.

MANAGER'S BUDGET AMENDMENTS / NO ACTION REQUIRED

- 1) Budget Amendment to Transfer Funds to Breastfeeding Peer Counselor Supplies. The Health Director requested to have \$250.00 moved from Breastfeeding Peer Counselor Travel to Breastfeeding Peer Counselor Supplies.

COMMISSIONER COMMENTS

Commissioner Welborn stated it was good to see everyone here today. He enjoyed the Health Departments report. He thanked Christopher Ong for his hard work. He stated the report on EMS was good and he appreciated Ron Lewis' hard work.

Vice Chairman Zachary stated it was a very good meeting. He thanked Christopher Ong and Nancy Keith for their work on the grant to be used for the Farmers Market. He thanked Jim Haynes and Ron Lewis for being here and stated he appreciated their work for the County. He stated this Board has worked very hard to lay some foundation to build on going forward. He thanked Ms. Allred for her effective presentation on the Jonesville Library.


Commissioner Moxley thanked Ron Lewis, Christopher Ong, Lisa Hughes, Cynthia Allred, and Nancy Keith for their hard work. He was glad to hear about the upcoming changes to the Farmers Market. He stated this Board works well together. He is looking forward to continuing to work with all the good people of Yadkin County.

Commissioner Hemric thanked everyone for coming. He enjoyed the presentations this morning. He stated he appreciated what Ron Lewis and Jim Haynes has done for the County. He commended County Manager Church and Lisa Hughes on their cost savings for the County. The Board is doing a good job of working together.


Chairman Austin thanked the management and staff for all of their hard work. He is glad that Yadkin County has good staff, like Brent Hawks and others, who are willing to make some hard decisions and stand by things that need to be done in order to make this County what the residents want it to be. Today's economy is forcing everyone to make some difficult decisions and work harder. He stated the families of Yadkin County have to make tough decisions and lessen their spending so Yadkin County has to do the same. He commended the Board for its recognition of that fact. He stated management and staff have been working extremely hard and will continue to do so.

Interim County Attorney Bobby Sullivan had no comment.

**Commissioner Welborn made a motion to recess until April 18, 2011 at 12:00pm in the Board of Commissioners Meeting room. Commissioner Moxley second.
Vote: 5/0**



Prepared by Tanya Gentry
Deputy Clerk to the Board



Kevin Austin, Chairman
Yadkin County Board of
Commissioners

4/18/2011

Date approved by the
Yadkin County Board of Commissioners